

# Overview of WELL organization (2020 version)

1. Meet to **Review** previous retreat: finances and organization and start planning for the next year. List any planned organizational changes and set out roles for the coming year.
  - Overall coordination / contact with NWEC
  - Computer and Website management
  - Overview of Program content
  - Creating documents / English & Japanese
  - Production of Handbook and name badges
  - Payment and Accounting
  - Co-ordination of volunteers
  - Entertainment
2. **Plan** the program theme & format, discuss & contact potential invited speakers. Decide deadlines for submissions & booking. Post advance information on website & FB page. Look for & talk to potential presenters. Ideally have speakers finalized before the summer - or right after if not possible - print new meishi/flyers for on-going advertising.
3. Check **Proposals**: contact applicants & get/give translation help if necessary
  - Make sure student applicants are supervised
  - Meet (&/or share on-line) to decide who to accept and work out the program details
  - Look for additional presenters if needed
  - Create a basic flyer in time for JALT
  - Advertise widely in person, to relevant publications & organizations and on-line
  - Contact NWEC if necessary to update seminar room requirements
  - Reply to presenters with rough timing and co-ordinate equipment needs
4. **Detailed Planning**: Before the year-end start to organize volunteers for on-site help:
  - Check in desk - Fri, Sat and Sun
  - Setting up the meeting room - and clearing up afterwards
  - Running evening activities (Fri activities, book share, etc)
  - Shopping for evening get-togethers
  - Collecting keys - Sat & Sun
  - Setting up equipment for speakers
  - Introducing & monitoring speakers (give a list of things to cover)
  - Setting up the room with hot water for drinks
  - Opening and closing the tea-room on Sat afternoon
  - Helping with WELL-Played
  - Taking care of invited speakers (meet, guide & pay)
  - Interpreting for speakers
  - Child care assistance if necessary
5. **Bookings**: Confirm bookings and handle any questions
  - Create lists for check in, meal ticket allocation, room allocation
  - name badges, MCs for each presentation, other volunteers
  - Make sure details are updated after all additions & cancellations***
6. **Contact with NWEC**: Send a selective list of program items early to ensure our status
  - Contact with equipment requirements in advance
  - Send the booking numbers by the deadline they set
  - Update with additions and cancellations by phone **& in writing**
  - Likewise with numbers for meals - **confirm who you spoke to!**
  - Co-ordinate with NWEC in case of food allergies - confirm pricing
  - Book the following year after checking any closure dates

## **Main Areas of WELL work:**

*some areas can be shared but need good coordination & teamwork + communication.*

- A. Overall coordination:** call meetings, keep agenda & meeting notes, keep an eye on all jobs & deadlines, hold review meeting after WELL
  
- B. Contact with NEWC:** reserve meeting rooms, discuss meal provision, send in gaiyo 概要, keep on top of cancellation dates, send in rooming list
  
- C: Program planning:** gather ideas, look for & communicate with speakers and presenters, coordinate equipment needs, get translation help if necessary
  
- D: Manage website:** put up info, run systems to accept proposals & registration
  
- E: Meetings and Entertainment:** MC the first night, prepare ice-breaking, organize WELL played, arrange WELL gathering, shop for supplies for evening gatherings etc.
  
- F: Communicate with Attendees:** post on FB & ML,, send acceptance after registration, deal with or farm our farm out enquiries, send joining letter
  
- G: Document production:** wording of adverts, program details for handbook, info before arrival, questionnaires, create rooming list for NWECC
  
- H: Finances:** hold the funds in cash or bank, handle payments in & out, pay NWECC
  
- I: Volunteers:** maintain & update list of jobs for each year, contact people who volunteer on registration